



# WORK EXPERIENCE

## Frequently Asked Questions for Students / Parents and Carers

- Question:** Can I do my work experience placement in a different country?  
**Answer:** No, we will only approve placements in the UK. If you attend a work placement outside of the UK, it will be marked as an unauthorised absence.
- Question:** Can I do my work experience placement from home, as in “working from home” for an employer?  
**Answer:** No, students will not be permitted to “work from home” on their placement, please note that this is different to virtual work experience.
- Question:** Who should I give my completed work experience agreement form to?  
**Answer:** Please ensure this is handed into Mrs Hallam in the careers room (room 14) or leave it in one of the trays provided in room 14. Please do not hand it to the office of other members of staff.
- Question:** Can I do my work experience placement with a family member?  
**Answer:** Yes, if we receive a completed work experience agreement form and family member has provided evidence of Employer Liability Insurance as per the Employer pages on the form.
- Question:** What happens if my employer cannot provide evidence of Employer Liability Insurance?  
**Answer:** Unfortunately, we will not be able to approve the placement. If you attend your placement without Employer Liability Insurance, it will be marked as an unauthorised absence.
- Question:** Can I do my placement during alternative dates?  
**Answer:** Yes, however this will need to be approved by Mr Lillie (organised by the careers team) and we must also receive written consent from parents / carers.
- Question:** What happens if my placement is only part of the week?  
**Answer:** Students are expected to be in school on the non-working days, otherwise this will be an unauthorised absence. For example, if the placement is for Wednesday, Thursday and Friday, students must attend school on Monday and Tuesday.
- Question:** What happens if I do not return a work experience agreement form but go on my placement?  
**Answer:** This will be marked as an unauthorised absence.

**Question:** What happens if my employer cancels my placement at the last minute?  
**Answer:** Then you must attend school as usual. Please do come and speak to the Careers Team if this happens.

**Question:** What happens if the main contact at my employer changes?  
**Answer:** We have asked that the employer informs us of any issues and any changes in contact name or site address if they arise prior to the start date. If you are aware of any changes, please do let the careers team know.

**Question:** Will I be supervised during my placement?  
**Answer:** Yes, we have requested that you are supervised at all times by a responsible and competent person.

**Question:** What happens if I am sick and am unable to attend my placement?  
**Answer:** You must first inform your employer so they are aware, and parents/carers must also inform Mrs Hallam at school.

**Question:** What should I do if I have any problems during my placement?  
**Answer:** You must speak to your supervisor immediately.

**Question:** Am I allowed to travel with my employer to other sites in the employer's vehicle?  
**Answer:** If your parents/carers have consented to this and we have been notified by your employer that they have the correct motor insurance for business purposes then yes you can.

**Question:** Do I need to complete anything for school while I am on my placement?  
**Answer:** Yes, you will need to complete a placement journal which will be provided to you. This is for you to keep and refer back to. This should also be added to your Unifrog Lock (take photos of it) and any new skills added to your profile.

**Question:** What will happen once I have handed in my completed work experience agreement form?  
**Answer:** This will be checked by Mrs Hallam, if there are any issues / missing data then these will need to be rectified before the placement can be approved. Once the placement has been approved, student, parent/carer and employer will receive a confirmation email.  
**Please complete ALL fields on the work experience agreement form to mitigate a delay in processing.**

**Question:** What happens if parents/carers are not satisfied with the employer's risk assessment?  
**Answer:** The placement cannot be approved until we receive approval from parents/carers that they are satisfied with the risk assessment. If this is due to take place on the first day of the placement, we must receive consent from parents/carers that they are happy with this approach - this can be found on page 5 of the agreement form. We recommend however that parents/carers discuss risks with the employer prior to the start date. Parents should be aware the placement provider will have primary responsibility for the health and safety of the student; the school's role is to take reasonable steps to satisfy themselves that the employer is acting responsibly.

**Question:** **What happens if I have any educational, medical, physical conditions or requirements?**

**Answer:** It is the responsibility of student and parents/carers to relay this information to the employer.

**Question:** **What do I need to do if I want to do a virtual work experience with e.g., Springpod or Speakers for Schools?**

**Answer:** We still require a completed work experience agreement form (not the employer pages) with evidence of your booking. If the virtual experience is a set number of hours, we will require it to be completed over a set number of days and then attend school for the remaining days. We will also require evidence that you have completed the virtual work experience such as certificate / email confirmation from provider.

**Question:** **I already have a part time job; can I do my placement there and pick up more hours?**

**Answer:** This will not be approved. Part of the process is for students to complete applications, meet with employers and of course discover what they do and don't like in the workplace. We would be expecting students to find a placement where they can learn new transferable skills that can be applied to their CV, personal statement and applications. Work experience is also expected and gives substance to UCAS applications. Many early talent recruiters now expect to see more than just part time jobs for degree apprenticeship applications as it demonstrates a proactive approach to career planning. There are also national laws that state what hours young people are allowed to work - <https://www.thefuturefocus.co.uk/work-experience-employment-law/#:~:text=During%20term%20time%20children%20can,15%20to%2016%2Dyear%2Dolds>

